



Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Member Eligibility Documentation:**

1. Verification of Identity Consideration of Background Checks Form ☐
2. Evidence of Age (ex. – driver's license) ☐
3. Evidence of Citizenship - **or** – Residency (ex. - birth cert, passport) ☐
4. Social Security Card ☐

**Background Checks Documentation:**

1. National Sex Offender Registry ☐
2. Child Protective Services Check ☐
3. Virginia Criminal History Check ☐
4. FBI Fingerprint Check ☐

**Member Contract Forms:**

1. Contract ☐
2. Position Description ☐
3. Grievance Procedures ☐

**CNCS Required Forms:**

1. Application ☐
2. Background Checks Authorization Form ☐
3. Enrollment Form ☐
4. Confidentiality Agreement ☐
5. Drug Free Workplace Policy Agreement ☐
6. High School Diploma, GED or Self-Certification ☐
7. Informed Consent Statement ☐
8. Non Discrimination Clause Agreement ☐
9. Publicity Release Form ☐

**OVCS Required Forms:**

1. Emergency Notification Form ☐
2. Grievance Procedure Statement ☐
3. Receipt of Member Handbook Statement ☐
4. Sexual Harassment Policy Agreement ☐
5. Substance Abuse Policy Agreement ☐

**Member Benefits Documentation:**

1. W-4 Tax Form ☐
2. Health Care Acceptance or Waiver ☐
3. Child Care Acceptance or Waiver ☐
4. Loan Forbearance Acceptance or Waiver ☐

**Enrollment Documentation**

1. Member Enrolled in eGrants in 30 days ☐
2. Enrollment document printed and filed ☐

**Exit Documentation**

1. Member Exited in eGrants in 30 days/Form printed ☐
2. Documentation for Release for Cause ☐
3. Documentation for Personal Compelling Circumstances ☐



**Peninsula AmeriCorps Service and Support (PASS) Required Documentation**

1. Member Information Sheet ☐
2. Drug Testing Results ☐
3. Policy Sign Off ☐
  - Drug Testing Authorization Agreement
  - Break/Lunch Time Policy Agreement
  - Criminal History Policy Agreement
  - Dress Code Policy Agreement
  - Emergency Notification Policy Agreement
  - Expectations Policy Agreement
  - Field Trip Policy Agreement
  - Holiday/Vacation/Sick/Bereavement Leave Policy
  - Non-Compete Policy Agreement
  - Orientation/Probationary Period Policy Agreement
  - Reimbursement Policy Agreement
  - Safety Precautions Policy Agreement
  - Substance Abuse Policy Agreement
  - Use of Equipment, Internet, E-mail Policy
  - Weather Closing Policy
4. Alternatives Image Release ☐
5. AmeriCorps Service Gear Acknowledgement ☐
6. Program Evaluation Policy ☐
7. Prohibited Activities Policy ☐
8. Utilizing Social Media ☐
9. Release of Member Contact Information ☐
10. Accompanied Agreement Sheet (if applicable) ☐